

# Memorandum



Date: February 1, 2010

To: Lester Snow  
Secretary  
Natural Resources Agency

From: John McCamman  
Director

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Subject: Review of the Systems of Internal Control

In accordance with the Financial Integrity and State Manager's Accountability Act of 1983 (FISMA), Government Code Sections 13400 through 13407, I am submitting the enclosed FISMA report describing the review of our systems of internal control for the biennial period ended December 31, 2009. This is a revised report to comply with the Department of Finance's new reporting requirements. Our FISMA report conclusion is based on the attached audit reports that the Audits Branch issued on my Department's internal control structure.

As statutorily required, Government Code Section 12439 requires state agencies to fill any vacant position within a six-month period or lose the position. Accordingly, we have reviewed our records for the two year period ended December 31, 2009 and determined the Department is in compliance.

Attachments (2)

cc: Governor  
Department of Finance  
Joint Legislative Audit Committee  
Bureau of State Audits  
State Library



State of California -The Natural Resources Agency  
DEPARTMENT OF FISH AND GAME  
1416 9<sup>th</sup> Street, 12<sup>th</sup> Floor  
Sacramento, CA 95814  
<http://www.dfg.ca.gov>

ARNOLD SCHWARZENEGGER, Governor  
John McCamman, Director



## FISMA REPORT

NATURAL RESOURCES AGENCY  
DEPARTMENT OF FISH AND GAME  
ORGANIZATION CODE: 3600

### INTRODUCTION:

In accordance with the Financial Integrity and State Managers Accountability (FISMA) Act of 1983, the California Department of Fish and Game (Department) submits this report on the review of its systems of internal control for the biennial period ended December 31, 2009.

This report is prepared within the format provided by the Department of Finance (DOF), Office of State Audits and Evaluations (OSAE). As such, the following covers the Department's compliance with the Vacant Position requirements, Risk and Control Assessment and Conclusion. The attached internal audits completed by the Department's Audits Branch (AB) were used to provide the basis for the Conclusion portion of this report.

Should you have any questions please contact Brian A. Kwake, Chief, Audits Branch, at (916) 445-3780 or [bkwake@dfg.ca.gov](mailto:bkwake@dfg.ca.gov).

### BACKGROUND:

California's fish and wildlife resources, including all plants and animals, are held in trust for the people of the state by and through the Department. The Department's Mission Statement best characterizes this public trust responsibility:

"The mission of the Department of Fish and Game is to manage California's diverse fish, wildlife, and plant resources, and the habitats upon which they depend, for their ecological values and for their use and enjoyment by the public."

The Department's mission has two areas of interest – each dependent on the other. The first is managing fish, wildlife, and plant resources for their ecological value; the second is managing those resources for their use and enjoyment by the public.

Within the Natural Resources Agency, the Department is responsible for administering and enforcing the California Fish and Game Code. California's habitat and wildlife diversity is unequalled by any other state, having more than 1,100 miles of coastline; 4,955 lakes and reservoirs; seventy-four major rivers and 103 major streams; three of the four North American Desert habitats; and scores of high mountain peaks within its approximate 158,000 square miles of area. California is also home to more than 935 vertebrate and 100,000 invertebrate animal species; over 7,000 vascular plant species; more than 350 threatened or endangered species; and a burgeoning population of 37 million inhabitants. According to the 2006 U.S. Fish and Wildlife (USFWS) National Survey of Fishing, Hunting, and Wildlife-Associated Recreation, California attracted 1.7 million anglers, and 281,000 hunters. California leads the nation with 6.3 million wildlife-watching participants.

#### **VACANT POSITIONS:**

We have reviewed our records for the two year period ended December 31, 2009 and determined the Department is in compliance with Government Code Section 12439.

#### **RISK AND CONTROL ASSESSMENT:**

The risk assessment was performed by the AB through summarizing risk areas on a matrix and factoring in: directorate and program management concerns and feedback; fiduciary responsibilities; compliance requirements; other mandates; historical knowledge from prior completed audits; and materiality. As a result of the risk and control assessment matrix, the Department's AB two year audit plan included audits in the following areas:

- Cash Disbursements
- Payroll and Personnel
- Revolving Fund
- Contract and Purchasing
- Cash Receipts
- Financial Reporting
- Accounts Receivable
- License Sales and License Inventory

Within the above areas, the AB conducted 15 audits and issued audits reports that included the Department's responses. The Department has implemented the audit reports recommendations, with the exception of the cash disbursement audit number WA 07-11 (issued on November 3, 2009) and the personnel and payroll audit number WA 08-10 (issued on October 23, 2009). Implementation of the recommendations for these two audit reports is in-process and will be confirmed when the AB completes the six month followup with the Department.

**CONCLUSION:**

I certify that our systems of internal accounting and administrative controls in effect as of December 31, 2009, taken as a whole, are adequate to mitigate potential threats over the areas identified in the Risk and Control Section above.

A handwritten signature in black ink, appearing to read "John M. McCamman", is written over a horizontal line.

John M. McCamman, Director  
California Department of Fish and Game

cc: Governor  
Department of Finance  
Joint Legislative Audit Committee  
Bureau of State Audits  
California State Library